

# WADDESDON HALL



A GREAT VENUE AT THE HEART OF THE VILLAGE

# Trustee Recruitment Pack



# WHO ARE WE?

In 1874, Baron Ferdinand de Rothschild bought a large estate in the Waddesdon area and built the mansion of Waddesdon Manor on a hill-top above the village.

He transformed Waddesdon into an estate village, with new houses for employees and tenants, a school, a public house, a cricket pavilion and of course, Waddesdon Village Hall.

In 1968, Waddesdon Hall was transferred to a charitable trust with a management committee compiled of local people in the village with the aim of developing and managing a community venue that would become: The heart of the village of Waddesdon.

It is a stunningly beautiful building that sets itself apart from your traditional modern village hall.

Today we are a hub of the community, hosting numerous regular clubs, a community fridge amongst just a few activities. It is also a beautiful venue to host our ever increasing wedding and other celebration bookings.

We believe getting the right balance between commercial and trading activities is key to our future.

## GOVERNANCE

We are a **Custodial Trusteeship**. This is unusual and brings its challenges but also its benefits. A Rothschild family representative traditionally holds one of the two Custodian Trustee posts while S.J.P. Trust Corporation Limited holds the second.

Custodian trustees do not run the charity but rather oversee decision making. Managing Trustees manage the day to day running and have legal responsibility for all decisions. We are currently seeking Managing Trustees.

There is a Hall Manager, Celebrations Manager and Cleaner employed.



# STRATEGY

This is a period of significant change for Waddesdon Hall as we assess our vision for the future and create our forward looking strategy.

We are looking for trustees excited to join us on this journey. Your skills, knowledge and experience can play a major role in shaping the future of this important building and community resource.

## OUR CHALLENGES

We are an old charity, going through a major change with the aim of becoming a modern charity.

As such we are faced with challenges. As part of your application to becoming a trustee, we would love to hear your view of how we approach at least 2 of our upcoming challenges.

1. What should our vision for Waddesdon Hall and its place in the Waddesdon community be?
2. How do we ensure that the hall is financially sustainable?
3. How do we rebuild our reserves post-Covid and ensure we can ring-fence funding for major infrastructure projects such as replacing the roof and the kitchen?
4. How do we balance our trading and charitable activities without moving away from our charitable mission? Part of this is considering whether we should establish a trading arm.
5. Should we change our charitable structure to a more modern structure such as a Charitable Incorporated Organisation?



# WHY TRUSTEES ARE IMPORTANT?

- They ensure our mission is core to all decision making.
- They ensure that the organisation's vision is clear and implemented.
- They maintain high standards of honesty and foster an ethical culture.

Read what the [Charity Commission](#) says about charity trustees.

## WHAT DO THEY DO?

- They have oversight of all our strategic decisions and set direction.
- They offer the management team strategy, scrutiny and support.
- They ensure that appropriate financial, risk management and data protection controls are in place.\*
- They are the final decision-makers.
- Usually, a trustee will have a specific area of expertise that the team draws on such as marketing or law.

\*It is important to note that currently Managing Trustees are singularly and collectively liable and responsible for the charity and its assets. Directors and Officers Liability Insurance is in place.



## TIME AND LOCATION

The role is unpaid but reasonable pre-approved expenses will be reimbursed

Monthly board meetings online or face-to-face subject to location of trustees.

Some pre-reading and thinking will be needed before the meeting and actions will be required to be completed before the next meeting.

You must be committed to giving the time the role needs to create real impact. A good trustee does the pre-work and proactively advocates for their charity between meetings.

An annual meeting of the full team face-to-face.

If not local, you are encouraged to travel to Waddesdon to see the hall and get to know the village.

Circa 2- 10 hour Board of Trustee training required.

Encouraged to attend other training and webinars

The role is for 3 years but of course we understand that sometimes life gets in the way.

# SKILLS AND BACKGROUND

We currently have 4 Managing Trustees but aim to build this to 9 - 10.



## Who you are

- Trustees must be prepared to share their opinions and not be afraid to be challenging while working very closely with their fellow trustees and the management team.
- You must be over 18.
- We want our board to reflect the community we support. To enhance the diversity of our board we would like to hear from ethnic minorities and marginalised groups.
- While having local residents on our board is important, we are also interested in hearing from you if you are not local but feel you could be passionate about supporting Waddesdon Hall.



## Your professional experience

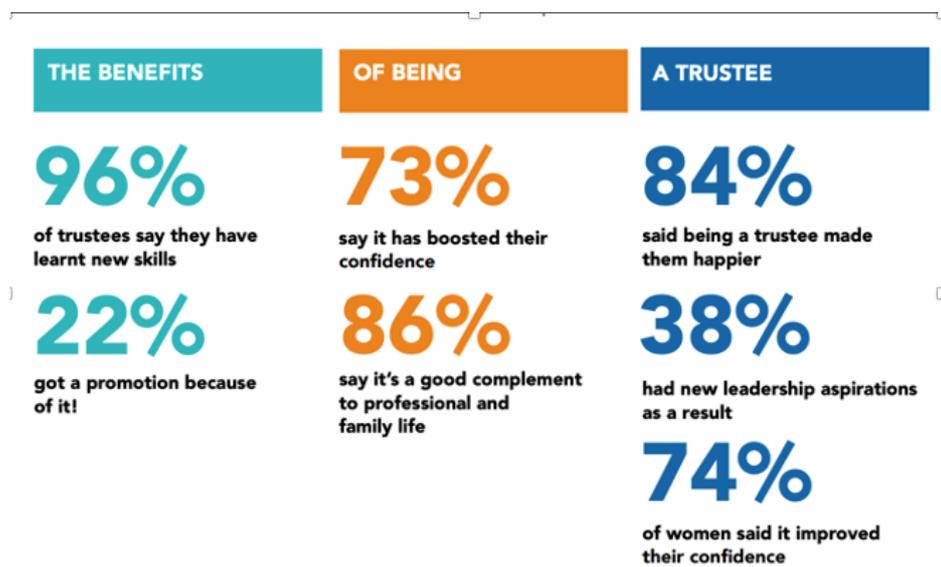
- Charity experience is not required for all posts. We would like most trustees to have some board experience (either reporting to or on a board).
- A strong board has a breadth of expertise to support the range of skills needed to run a successful charity.
- You will have the opportunity to be elected as Chair, Treasurer or Secretary.

# BENEFITS

Being a trustee is not all about doing good for others, it's also about doing good for you.

Most employers are delighted for you to be a trustee as they recognise the skill development that comes with the role.

Getting on Board supported 30 charities to recruit trustees. Their trustees told them the benefits to the right.

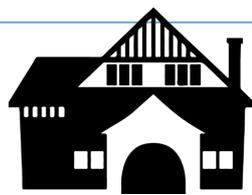




# SKILLS WE ARE LOOK FOR

A trustee may support more than one role.

Skill	Charity Experience?	Role	Background
Charity Governance	Yes	<p>They ensure:</p> <ul style="list-style-type: none"><li>robust governance structures are in place and that the board of trustees implement these effectively;</li><li>the Hall Manager effectively runs the charity and ensures the board both hold them to account but also give them whatever guidance and support they may need.</li></ul>	Any but must have trustee experience
Finance	No	<p>They ensure:</p> <ul style="list-style-type: none"><li>robust financial management strategies are in place.</li><li>effective use of resources.</li><li>clear financial risk management processes are in place.</li></ul>	Financial management qualifications
Strategic development	No	<p>They ensure:</p> <ul style="list-style-type: none"><li>there is a clear vision and plan of implementation on an annual basis but also on a longer-term basis.</li></ul>	Any
Fundraising Strategy	Yes	<p>They ensure:</p> <ul style="list-style-type: none"><li>a robust fundraising strategy is in place encompassing events, grants, corporate and individual giving;</li><li>a diverse funding portfolio that prevents dependency on any funding source.</li></ul>	Senior role in a charity
Legal	Ideally	<p>They ensure:</p> <ul style="list-style-type: none"><li>all board decisions comply with the law</li><li>advise on any issues that may arise such as related to contracts, employment disputes, etc.</li></ul>	Relevant legal qualifications
Human Resources	No	<p>They ensure:</p> <ul style="list-style-type: none"><li>all Human Resources legislation is adhered to and best practice maintained.</li><li>support Diversity, Equity and Inclusion development</li><li>oversee organisational culture</li><li>oversee well-planned team expansion</li></ul>	Any
Risk	No	<p>They ensure:</p> <ul style="list-style-type: none"><li>a risk register is in place and maintained</li><li>mitigation is in place for all identified risks</li></ul>	Any
Marketing	No	<p>They ensure:</p> <ul style="list-style-type: none"><li>marketing strongly aligns with our strategic plan and reinforces the attainment of our key objectives around funding, volunteering, community and corporate engagement.</li></ul>	Any





# HOW TO APPLY

## Our recruitment process is deliberately robust

- We want to make sure you have all the information you need to be confident in your application for the post.
- We are determined to have an extremely strong Board of Trustees and believe our recruitment process helps to ensure this.

Stage	Details	Date / Deadline
Information webinar	Your opportunity to find out more about Waddesdon Hall, meet the Hall Manager and some of the trustees.  Email <a href="mailto:john@jplan.co.uk">john@jplan.co.uk</a> to book your place.	12 April or 19 April 2023  7 – 8pm on Teams
Apply	Send to <a href="mailto:john@jplan.co.uk">john@jplan.co.uk</a> : <ul style="list-style-type: none"><li>• your CV (or PDF of LinkedIn profile)</li><li>• a short summary of how you would approach two of the challenges outlined above.</li></ul>	9th May 2023
Shortlisting	The Board of Trustees will shortlist applicants for interview.	c16th May 2023
Interview	Interview with two board members.	w/b 22nd May 2023
Appointment	The Board of Trustees will appoint you to the board and let you know. If you are unsuccessful, you will be informed.  You will then be asked to carry out a reference check and will start your induction process.	c29th May 2023
First Board Meeting	This will be your first board meeting as a full trustee	TBC



If you have any questions please don't hesitate to contact us on [john@jplan.co.uk](mailto:john@jplan.co.uk)

